

Safe and Drug-Free Schools Programs for Native Hawaiians

CFDA #84.186C

Information and Application Procedures for Fiscal Year 2003
New Awards Using Fiscal Year 2002 Funds

OMB No. 1890-0009 Expiration Date: 06/30/2005

Application Deadline: August 15, 2003



Frequently Asked Questions
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U.S. Department of Education

Office of Safe and Drug-Free Schools

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June 2003

Dear Colleague:

Thank you for your interest in applying for a grant under the Safe and Drug-Free Schools Programs for Native Hawaiians (CFDA #84.186C) administered by the U.S. Department of Education's Office of Safe and Drug-Free Schools.

This program is authorized under Title IV, Part A, Subpart 1, Section 4117 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001 (NCLB). NCLB is the centerpiece of the President's education reform plan and contains four basic principles: stronger accountability for results, increased flexibility and local control, expanded options for parents, and an emphasis on teaching methods and other strategies that have been proven to work.

The Safe and Drug-Free Schools Programs for Native Hawaiians supports organizations primarily serving and representing Hawaiian Natives to plan, conduct, and administer programs designed to prevent violence in and around schools and prevent the illegal use of alcohol, tobacco, and drugs. Applicants are encouraged to use the funds received under this competition to support the collaboration and coordination of public and private programs that serve the needs of Native Hawaiian children, families and communities. Applicants are also encouraged to partner with other community-based or school-based organizations that propose programs for Native Hawaiians.

Thank you for your interest in the Safe and Drug-Free Schools Programs for Native Hawaiians. We look forward to receiving and reviewing your application.

Cordially,

Judge Eric Andell

Overview

We will award grants under this competition to organizations primarily serving and representing Native Hawaiians to plan, conduct, and administer programs designed to prevent violence in and around schools and prevent the illegal drug use of alcohol, tobacco, and drugs.

Authority

This grant program is authorized under Title IV, Part A, Subpart 1, Section 4117 of the Elementary and Secondary Act of 1965, as amended by the No Child Left Behind Act of 2001 (Public Law 107-110)

Note to Applicants

This is a complete application package for Safe and Drug-Free Schools Programs for Native Hawaiians. Together with the statute authorizing the program and the Education Department General Administrative Regulations (EDGAR) governing the program, this package contains all of the information, application forms, and instructions needed to apply for this grant.

The official document governing this competition is the Closing Date Notice published in the Federal Register on July 7, 2003. This notice also is available electronically at:

www.ed.gov/legislation/FedRegister and www.access.gpo.gov/nara.

Applicants should clearly indicate in Block #4 of the Standard Form 424, the CFDA number and alpha suffix of this competition (84.186C).

Applicable Regulations

The following Education Department General Administrative Regulations (EDGAR) apply to the competition described in this application package:

- 34 CFR Part 74 (Administration of Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations)
- 34 CFR Part 75 (Direct Grant Programs)
- 34 CFR Part 77 (Definitions that Apply to Department regulations)
- 34 CFR Part 79 (Intergovernmental Review of Department of Education Programs and activities)
- 34 CFR Part 80 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments)
- 34 CFR Part 81 (General Education Provisions Act—Enforcement)
- 34 CFR Part 82 (New Restrictions on Lobbying)
- 34 CFR Part 85 (Government wide Debarment and Suspension (Nonprocurement) and Government side Requirements for Drug-Free Workplace Grants)
- 34 CFR Part 86 (Drug and Alcohol Abuse Prevention)
- 34 CFR Part 97 (Protection of Human Subjects)
- 34 CFR Part 98 (Student Rights in Research, Experimental Programs, and Testing)
- 34 CFR Part 99 (Family Educational Rights and Privacy)

Eligibility

Eligible applicants are organizations primarily serving and representing Native Hawaiians for the benefit of Native Hawaiian youth.

Note: applicants must include information in their application as to how they primarily serve and represent Native Hawaiians for the benefit of Native Hawaiian youth.

Project Period

The project period for this grant is up to 60 months (five budget periods of 12 months each.) Projects will be funded for one year with an option for four additional years, contingent upon substantial progress and the availability of future funds. **Note:** Applicants requesting five-year projects must submit ED Form 524 and a detailed budget narrative for each of the five years in order to be eligible for funding each year.

Estimated Range of Awards

Up to three new awards will be made. Projects will be funded for approximately \$314,666-\$944,000 per year depending on the scope of work. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant.

Application Due Date

All applications must be postmarked on or before August 15, 2003 in order to be eligible for review. Applications delivered by hand must be received by the U.S. Department of Education Application Control Center no later than 4:30 PM Eastern Daylight Time (EDT) on August 15, 2003. Applications may also be submitted electronically through the Department's e-Applications pilot. Applications may not be e-mailed or faxed.

Under very extraordinary circumstances, the Department may change the closing date for a competition. When this occurs, we announce such a change in a notice published in the Federal Register. Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described in the section under e-Applications.

Paperwork Burden Statement

According to the paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the information collection is OMB No. 1890-0009. The time required to complete the information collection is estimate to average 28 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe and Drug-Free Schools, U.S. Department of Education, 400 Maryland Avenue, SW Room 3E318, Washington, DC 20202-6450.

I. THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all Federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve congressional decision-making through more objective information on the effectiveness of Federal programs, and promote a new government focus on results, service deliver, and customer satisfaction.

As required by GPRA, the Department of Education has prepared a strategic plan for 2002-2007. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

GOAL 1: Create a culture of achievement.

GOAL 2: Improve student achievement.

GOAL 3: Develop safe schools and strong character.

GOAL 4: Transform education into an evidence-based field.

GOAL 5: Enhance the quality and access to postsecondary and adult education.

GOAL 6: Establish management excellence.

The Secretary requires that applicants establish performance measures for their projects. These performance measures must assess the effectiveness of the Safe and Drug-Free Schools Programs for Native Hawaiians, and include measures related to changes in student behaviors or risk or protective factors related to youth drug use or youth violence.

In applying the selection criteria for "Quality of project design" and "Quality of project evaluation" (detailed later in this application package), we will take into consideration the extent to which the applicant demonstrates a strong capacity to help achieve the performance targets identified by the applicant, and the extent to which the applicant will provide reliable data to the Department on the project's impact as measured against the performance targets identified by the applicant.

II. TIPS FOR APPLICANTS

A. Before you Begin

- Read this application package carefully and make sure you follow all of the instructions
- Use the tools we have provided to help you including
 - Frequently Asked Questions in this application package
 - How to apply for a grant on our web site at www.ed.gov/offices/OSDFS
- Ask questions of the program contact if you don't understand how to proceed. Technical assistance will be provided about what is and is not allowable under this program.

B. Preparing your Application

- Be thorough in your program description. Write so that someone who knows nothing about your organization or your program plan can understand what you are proposing.
- Organize your application according to the selection criteria and respond comprehensively.
- Make sure your budget narrative provides enough detail about planned expenditures so staff can easily determine how the funds will be spent.
- Link your planned expenditures to the goals and objectives of your program. Do not request funds for miscellaneous purposes and make sure you demonstrate that your proposed expenditures are necessary to carry out your program.

C. Submitting your Application

- Use the checklist provided in this application package to make sure your application is complete before submitting it.
- Make sure all required forms are included and signed by an authorized representative of your organization.
- Transmit your application by the deadline date. If you use the U.S. Postal Service, make sure you have a legible postmark date. If you use an overnight carrier, get a receipt. If you use e-applications, follow the instructions on the e-Application web site.

D. What Happens Next?

- In approximately two weeks (depending on the volume of applications) you should receive a postcard from ED's Application Control Center acknowledging receipt of your application and giving you its assigned number. Please refer to this number if you need to contact us about your application.
- OSDFS staff screens each application to ensure that all program eligibility requirements are met and all forms are included.
- Your application will be assigned to a three-person panel of expert reviewers who will evaluate and score your proposal according to the selection criteria in this package. Your application will receive a score from 0 to 100 depending upon how well you respond to the requirements of the selection criteria.

- A grant award document will be sent to applicants whose proposals score within the funding range. Unsuccessful applicants will receive a notification letter. Both successful and unsuccessful applicants will receive copies of the peer review comments.

III. GENERAL INFORMATION AND REQUIREMENTS

Definition

For the purposes of this competition, the term “*Native Hawaiian*” means any individual any of whose ancestors were natives, prior to 1778, of the area that now comprises the State of Hawaii.

Participation by Private School Children and Teachers

Local educational agencies (LEAs) that receive a grant are required to provide for the equitable participation of eligible private school children and their teachers or other educational personnel. In order to ensure that grant program activities address the needs of private school children, timely and meaningful consultation with appropriate private school officials must occur during the design and development of the program. Administrative direction and control over grant funds must remain with the grantee.

Maintenance of Effort

LEAs may receive a grant only if the State educational agency finds that the combined fiscal effort per student or the aggregate expenditures of the agency and the State with respect to the provision of free public education by the agency for the preceding fiscal year was not less than 90 percent of the combined effort or aggregate expenditures for the second preceding fiscal year.

Grantee Meetings

All applicants must budget for yearly attendance by two persons at the annual grantee meeting (two days) and the OSDFS National Conference (three days). These meetings will usually be held in Washington, DC. Grant funds may be used to pay for all costs associated with attendance at these meetings including transportation, hotel, and per diem.

Availability of Funds

Contingent upon the availability of FY 2003 and FY 2004 funds, we may make additional awards under these appropriations from the rank-ordered list of unfunded applications from this competition.

IV. APPLICATION INFORMATION AND SELECTION CRITERIA

Background

The purpose of this program is to make financial assistance available to organizations primarily serving and representing Hawaiian Natives to plan, conduct, and administer programs designed to prevent violence in and around schools and prevent the illegal use of alcohol, tobacco, and drugs.

For example, projects may conduct culturally appropriate prevention activities with Native Hawaiians; provide and evaluate safe and drug-free programs and curricula useful in violence and substance abuse prevention appropriate for Native Hawaiians; train and provide technical assistance to individuals and organizations in the use of program developed curricula appropriate for the prevention of violence and substance abuse prevention among Native Hawaiians; and maintain or establish and coordinate working relationships with those schools, agencies, or programs serving Native Hawaiians.

Applicants are encouraged to use the funds received under this competition to support the collaboration and coordination of public and private programs that serve the needs of Native Hawaiian children. Applicants are also encouraged to partner with other community-based or school-based organizations that implement programs for Native Hawaiians.

The Programs for Native Hawaiians grant competition is authorized under Title IV, Part A, Subpart 1, Section 4117 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001.

Absolute Priority

Under 34 CFR 75.105(c)(3) and the ESEA of 1965, as amended (Title IV – Section 4117), the Secretary gives an absolute preference to applications that meet the following priority. The Secretary funds under this competition only those applications that meet the following absolute priority:

Projects implemented by eligible organizations primarily serving and representing Native Hawaiians, for the benefit of Native Hawaiians, to plan, conduct, and administer programs that:

- (1) prevent violence in and around schools;
- (2) prevent the illegal use of alcohol, tobacco, and drugs;
- (3) involve parents and communities; and
- (4) are coordinated with related Federal, State, school, and community efforts and resources to foster a safe and drug-free learning environment that supports student academic achievement.

Programs implemented with funds awarded under this competition must meet the requirements of the ESEA authorized in Section 4115(a) of the Safe and Drug-Free Schools and Communities Act.

Selection Criteria

The following selection criteria will be used to evaluate applications. For ease of reading by the reviewers, applicants should develop their narrative description to follow the sequence of criteria provided below. The maximum number of possible points for all selection criteria is 100. [**Note:** *The criteria contain weighted subcriteria. Applicants must address each subcriterion to qualify for the maximum number of points for each criterion.*]

- 1) Need for Project - 10 points
- 2) Significance - 10 points
- 3) Quality of the Project Design - 45 points
- 4) Quality of Project Personnel - 15 points
- 5) Quality of the Project Evaluation - 20 points
- 6)

1. Need for Project (10 points)

In determining the quality of the design of the proposed project, we consider following factor:

- A. The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses. (10 points)

2. Significance (10 points)

In determining the quality of the design of the proposed project, we consider following factor:

- A. The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population. (10 points)

3. Quality of the Project Design (45 points)

In determining the quality of the design of the proposed project, we consider following factors:

- A. The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable. (10 points)
- B. The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs. (10 points)
- C. The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance. (10 points)
- D. The extent to which the proposed project will establish linkages with other appropriate agencies and organizations providing services to the target population. (10 points)
- E. The extent to which the proposed project encourages parental involvement. (5 points)

(Note: In applying the selection criteria for “Quality of the project design” we will take into consideration the extent to which the applicant demonstrates a strong capacity (1) to help achieve the performance targets identified by the applicant, and (2) to provide reliable data to the Department on the project’s impact as measured against the performance targets identified by the applicant.)

4. Quality of the Project Personnel (15 points)

In determining the quality of the design of the proposed project, we consider following factors:

- A. The qualifications, including relevant training and experience, of key project personnel. (10 points)
- B. The extent to which the applicant encourages applications for employment without regard to race, color, national origin, gender, age, or disability. (5 points)

5. Quality of the Project Evaluation (20 points)

In determining the quality of the design of the proposed project, we consider following factors:

- A. The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project. (10 points)
- B. The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes. (5 points)
- C. The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible. (5 points)

(Note: In applying the selection criteria for “Quality of the project evaluation” we will take into consideration the extent to which the applicant demonstrates a strong capacity (1) to help achieve the performance targets identified by the applicant, and (2) to provide reliable data to the Department on the project’s impact as measured against the performance targets identified by the applicant.)

V. APPLICATION CONTENTS

Preparing the Application

A completed application for assistance under this competition consists of two parts:

- (1) a detailed narrative description of the proposed project and budget, and
- (2) all forms and assurances that must be submitted in order to receive a grant.

A panel of non-Federal readers with experience in school-based prevention programs or other youth development specialty will review each eligible application submitted by the deadline.

The panel will award points ranging from 0 to 100 to each application depending on how well the selection criteria are addressed. Be sure you provide a comprehensive response to each factor under each selection criterion. Applications that fail to do so will be read, but our experience suggests they may not score well enough to be funded.

Organizing the Application

An application under this program should address the specific needs of the applicant and propose activities specifically designed to meet those needs. The Department strongly discourages applicants from using “form” applications or proposals that address general rather than specific local needs.

We recommend that applicants organize the information in their application in the following order. All pages should be numbered consecutively to make review and evaluation easier. Applications should be double-spaced and printed on one side of the paper.

1. Application for Federal Assistance (ED Form 424): Use the Application for Federal Education Assistance (ED Form 424), or a suitable facsimile, to cover the original and each copy of the application.

2. Table of Contents: Include a Table of Contents with page references.

3. Abstract: Include a concise, one-page, double-spaced abstract following the Table of Contents. This is a key element and should include a brief narrative describing: (1) a summary of the project goals and objectives; (2) the intended outcomes of the project; and (3) the theoretical or research basis for the project. Clearly mark this page with the applicant’s name as shown in Item 1 of ED Form 424 and the title of the project as shown in Item 13 of the same form.

4. Narrative: Narratives should be no more than 25 double-spaced pages. Font size should be no smaller than 11-point type. Narratives must contain evidence that the applicant meets the absolute priority, and should contain and follow in sequence the information requested for each selection criterion. Applicants should review Section II for a discussion of the selection criteria and the chief considerations for this specific competition. A timeline or schedule of tasks and events, responsible person(s), project milestone(s), and/or completion dates should be included in the narrative.

5. Budget Form: Use the Budget Information Form (ED Form 524, Section A) provided in the Appendix of this application package to prepare a budget for the funded project period. **Note:** A budget must be submitted for each year in which funds are requested. Failure to supply a budget for each year of the project will result in no funding for those years.

6. Budget Narrative: Include a detailed budget narrative that supports and explains the information provided in the Budget Information Form (ED Form 524). Use the same budget categories as those on the ED Form 524 and explain the basis used to estimate costs for all budget categories, and how the cost items relate to the proposed project goals, objectives, and activities. All expenditures must be necessary to carry out the goals and objectives of the program, reasonable for the scope and complexity of the program, and allowable under the terms and conditions of the grant and in accordance with government cost principles.

The Budget Information Form and accompanying narrative should provide enough detail to easily understand how costs were determined and if the budget is commensurate with the scope of the project. Applicants must submit separate detailed budgets for each year as shown on the Budget Information Form.

7. Appendices: Appendices should be limited only to what reviewers need to understand or clarify the proposal, or to provide supporting documentation such as personnel qualifications. Be sure to include copies of appendices with each copy of the application. Do not include timelines or other management charts as appendices, as they should be included in the narrative.

8. Assurances and Certifications: Standard Form 424B, ED Form 80-0013, and ED Form 80-0014 must be signed with the original signatures of the person authorized to sign for the institution, and must be included in the application package. **Note:** If 1(b) of Form ED 80-0013 applies because of lobbying activities related to a previous grant, or are anticipated to occur with this project if it is funded, you must submit Standard Form LLL. If your organization does not engage in lobbying, please submit Standard Form LLL and mark NA on the face.

General Education Provisions Act (GEPA) Section 427

Section 427 of GEPA affects applicants for new discretionary grant awards under this program. All applicants for new awards must include information in their applications to address this provision, summarized below, in order to receive funding under this program.

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation that you may address: *gender, race, national origin, color, disability, or age*. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, or others, from equitable access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

NOTE: A general statement of an applicant's nondiscriminatory hiring policy is not sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

Examples

The following examples help illustrate how an applicant may comply with section 427.

- (1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it tends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Paperwork Burden Statement for GEPA 427

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for the GEPA 427 is OMB No. 1801-0004. The time required to complete GEPA 427 is estimated to average 1.5 hours per response, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Safe and Drug-Free Schools Program, U.S. Department of Education, 400 Maryland Avenue, SW, Room 3E300, Washington, DC 20202-6450.

VI. APPLICATION SUBMISSION PROCEDURES

Application Transmittal Instructions

Note: Some of the procedures in these instructions for transmitting applications differ from those in the Education Department General Administrative Regulations (EDGAR) (34 CFR 75.102). Under the Administrative Procedure Act (5 U.S.C. 553), the Department generally offers interested parties the opportunity to comment on proposed regulations. However, these amendments make procedural changes only and do not establish new substantive policy. Therefore, under 5 U.S.C. 553(b)(A), the Secretary has determined that proposed rulemaking is not required.

Pilot Project for Electronic Submission of Applications

In Fiscal Year 2003, the U.S. Department of Education is continuing to expand its pilot project for electronic submission of applications to include additional formula grant programs and additional discretionary grant competitions. The Safe and Drug-Free Schools Programs for Native Hawaiians (CFDA # 84.186C is one of the programs included in the pilot project. If you are an applicant under this competition, you may submit your application to us in either electronic or paper format.

The pilot project involves the use of the Electronic Grant Application System (e-Application) portion of the Grant Administration and Payment System (GAPS). Users of e-Application will be entering data on-line while completing their applications. You may not e-mail a soft copy of a grant application to us. If you participate in this voluntary pilot project by submitting an application electronically, the data you enter on-line will be saved into a database. We request your participation in e-Application. We shall continue to evaluate its success and solicit suggestions for improvement.

If you participate in this e-Application, please note the following.

- Your participation is voluntary.
- You will not receive any additional point value because you submit a grant application in electronic format, nor will we penalize you if you submit your application in paper format. When you enter the e-Application system, you will find information about its hours of operation.
- You may submit all documents electronically, including the Application for Federal Education Assistance (ED 424), Budget Information—Non-Construction Programs (ED 524), and all necessary assurances and certifications.
- After you electronically submit your application, you will receive an automatic acknowledgement, which will include a PR/Award number (an identifying number unique to your application).
- Within three working days after submitting your electronic application, fax a signed copy of the Application for Federal Education Assistance (ED 424) after following these steps.
 1. Print ED 424 from the e-Application system.
 2. The institution's Authorizing Representative must sign this form.
 3. Place the PR/Award number in the upper right hand corner of the hard copy signature page of the ED 424.

4. Fax the signed ED 424 to the Application Control Center at 202/260-1349.
- We may request that you give us original signatures on all other forms at a later date.
- Closing Date Extension in Case of System Unavailability: If you elect to participate in the e-Application pilot for the Safe and Drug-Free Schools Programs for Native Hawaiians and you are prevented from submitting your application on the closing date because the e-Application system is unavailable, we will grant you an extension of one business day in order to transmit your application electronically, by mail, or by hand delivery. For us to grant this extension:
 - (1) You must be a registered user of e-Application, and have initiated an e-Application for this competition; and
 - (2) (a) The e-Application system must be unavailable for 60 minutes or more between the hours of 8:30am and 3:30pm (Eastern Time), on the deadline date; or
 - (2) (b) The e-Application system must be unavailable for any period of time during the last hour of operation (that is, for any period of time between 3:30pm and 4:30pm (Eastern Time)) on the deadline date. The Department must acknowledge and confirm these periods of unavailability before granting you an extension. To request this extension you must contact either (1) David Quinlan by e-mail (david.quinlan@ed.gov) or by telephone (202/260-2658) or (2) the e-Grants help desk at 888/336-8930.

You may access the electronic grant application for this competition at <http://e-grants.ed.gov/>.

We have included additional information about the e-Application pilot project (see Parity Guidelines between Paper and Electronic Applications) elsewhere in this package.

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

If You Send Your Application by Mail

You must mail the original and two copies of the application on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Mail your application to U.S. Department of Education, Application Control Center, Attention: CFDA #84.186C, ROB 3 – Room 3671, 7th and D Streets, SW, Washington, DC 20202-4725.

You must show one of the following as proof of mailing.

1. A legibly dated U.S. Postal Service postmark
2. A legible mail receipt with the date of mailing stamped by the U.S. Postal Service
3. A dated shipping label, invoice, or receipt from a commercial carrier
4. Any other proof of mailing acceptable to the Secretary

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing.

1. A private metered postmark
2. A mail receipt that is not dated by the U.S. Postal Service

If You Deliver Your Application by Hand

You or your courier must hand deliver the original and two copies of the application by 4:30pm (Eastern Time) on or before the deadline date. To help expedite our review of your application, we would appreciate your voluntarily including an additional copy of your application. Deliver your application to U.S. Department of Education, Application Control Center, Attention: CFDA #84.186C, ROB 3 – Room 3671, 7th and D Streets, SW, Washington, DC 20202-4725.

The Application Control Center accepts application deliveries daily between 8:00am and 4:30pm (Eastern Time), except Saturdays, Sundays, and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

If You Submit Your Application Electronically

You must submit your grant application through the Internet using the software provided on the e-Grants Web site (<http://e-grants.ed.gov/>) by 4:30pm (Eastern Time) on the deadline date.

The regular hours of operation of the e-Grants Web site are 6:00am until 12:00 midnight (Eastern Time) Monday-Friday and 6:00am until 7:00pm (Eastern Time) Saturdays. The system is unavailable on the second Saturday of every month, Sundays, and Federal holidays. Please note that on Wednesdays the Web site is closed for maintenance at 7:00pm (Eastern Time).

Notes

1. The U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, you should check with your local post office.
2. If you send your application by mail or if you or your courier delivers it by hand, the Application Control Center will mail a Grant Application Receipt Acknowledgement to you. If you do not receive the notification of application receipt within 15 days from the date of mailing the application, you should call the U.S. Department of Education Application Control Center at 202/708-9493.
3. If your application is late, we will notify you that we will not consider the application.
4. You must indicate on the envelope and, if not provided by the Department, in Item 4 of the Application for Federal Education Assistance (ED 424 (exp. 11/30/2004)) the CFDA number, and suffix letter, if any, of the competition under which you are submitting your application.
5. If you submit your application through the Internet via the e-Grants Web site, you will receive an automatic acknowledgement when we receive your application.

Parity Guidelines Between Paper and Electronic Applications

In Fiscal Year 2003, the U.S. Department of Education is continuing to expand the pilot project that allows applicants to use an Internet-based electronic system for submitting applications. This competition is among those that have an electronic submission option available to all applicants. The system, called e-Application, allows an applicant to submit a grant application to us electronically, using a current version of the applicant's Internet browser. To see e-Application, visit the following address: <http://e-grants.ed.gov/>.

Users of e-Application, a data driven system, will be entering data on-line while completing their applications. This will be more interactive than just e-mailing a soft copy of a grant application

to us. If you participate in this voluntary pilot project by submitting an application electronically, the data you enter on-line will go into a database and ultimately will be accessible in electronic form to our reviewers.

This pilot project continues the Department's transition to an electronic grant award process. In addition to e-Application, the Department plans to expand the number of discretionary programs using the electronic peer review (e-Reader) system and to increase the participation of discretionary programs offering grantees the use of the electronic annual performance reporting (e-Reports) system. To help ensure parity and a similar look between electronic and paper copies of grant applications, we are asking each applicant that submits a paper application to adhere to the following guidelines.

- Submit your application on 8 ½" by 11" paper.
- Leave a one-inch margin on all sides.
- Use consistent font throughout your document. You also may use boldface type, underlining, and italics. However, please do not use colored text.
- Please also use black and white for illustrations, including charts, tables, graphs, and pictures.
- For the narrative component, your application should consist of the number and text of each selection criterion followed by the narrative. The text of the selection criterion, if included, does not count against any page limitation.
- Place a page number at the bottom right of each page beginning with 1, and number your pages consecutively throughout your document.

Number of Copies of Applications

All applicants are required to submit one signed original and two copies of their applications (**unbound**). To expedite our review of your application, you also are requested to submit one additional copy, but are not required to do so and will not be penalized if you do not submit the third additional copy.

Do not attach anything that cannot be photocopied using automatic processes. Do not attach anything stapled, folded, pasted, or in a size other than 8 ½" x 11" on white paper. Only one side of the paper should have printing. Odd-sized attachments of any kind will not be copied.

VII. INTERGOVERNMENTAL REVIEW OF FEDERAL PROGRAMS

This grant competition is subject to the requirements of Executive Order 12372 and the regulations in 34 CFR Part 79. One of the objectives of the Executive Order is to foster an intergovernmental partnership and a strengthened federalism. The Executive Order relies on processes developed by State and local governments for coordination and review of proposed Federal financial assistance.

Applicants must contact the appropriate State Single Point of Contact to find out about, and to comply with, the State's process under Executive Order 12372. Applicants proposing to perform activities in more than one State should immediately contact the Single Point of Contact for each of those States and follow the procedure established in each State under the Executive Order. The name and address of each State Single Point of Contact is listed below. ***Note: A copy of the applicant's letter to the State Single Point of Contact must be included with their application.***

In States that have not established a process or chosen a program for review, State, area-wide, regional, and local entities may submit comments directly to the Department.

Any State Process Recommendation and other comments submitted by a State Single Point of Contact and any comments from State, area-wide, regional, and local entities must be received by September 14, 2003, at the following address: The Secretary, EO 12372—CFDA #84.186C, U.S. Department of Education, 400 Maryland Avenue, SW, Room 7W300, Washington, DC 20202-0124. Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern Time) on September 14, 2003. Please do not send applications to this address.

States that are not listed have chosen not to participate in the intergovernmental review process, and therefore do not have a State Single point of Contact. If you are located within one of these States, you are exempt from this requirement.

State Single Points of Contact

ARKANSAS

Tracy L. Copeland
Manager, State Clearinghouse
Office of Intergovernmental Services
Department of Finance and Administration
1515 West 7th Street, Room 412
Little Rock, AR 72203
Phone: 501/682-1074
Fax: 501/682-5206
E-mail: tlcopeland@dfa.state.ar.us

CALIFORNIA

Grants Coordination
State Clearinghouse
Office of Planning and Research
P.O. Box 3044, Room 222
Sacramento, CA 95812-3044
Phone: 916/445-0613
Fax: 916/323-3018
E-mail: state.clearinghouse@opr.ca.gov

DELAWARE

Charles H. Hopkins
Executive Department
Office of the Budget
540 South Dupont Highway, 3rd Floor
Dover, DE 19901
Phone: 302/739-3323
Fax: 302/739-5661
E-mail: chopkins@state.de.us

DISTRICT OF COLUMBIA

Luisa Montero-Diaz
Office of Partnerships and Grants Development
Executive Office of the Mayor
District of Columbia Government
441 4th Street, NW, Suite 530 South
Washington, DC 20001
Phone: 202/727-8900
Fax: 202/727-1652
E-mail: opgd.eom@dc.gov

FLORIDA

Jasmine Raffington
Florida State Clearinghouse
Department of Community Affairs
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
Phone: 850/922-5438
Fax: 850/414-0479
E-mail: clearinghouse@dca.state.fl.us

GEORGIA

Georgia State Clearinghouse
270 Washington Street, SW
Atlanta, GA 30334
Phone: 404/656-3855
Fax: 404/656-7901
E-mail: gach@mail.opb.state.ga.us

ILLINOIS

Virginia Bova
Department of Commerce and Community Affairs
James R. Thompson Center
100 West Randolph, Suite 3-400
Chicago, IL 60601
Phone: 312/814-6028
Fax: 312/814-8485
E-mail: vbova@commerce.state.il.us

IOWA

Steven R. McCann
Division of Community and Rural Development
Iowa Department of Economic Development
200 East Grand Avenue
Des Moines, IA 50309
Phone: 515/242-4719
Fax: 515/242-4809
E-mail: steve.mccann@ided.state.ia.us

KENTUCKY

Ron Cook
Department for Local Government
1024 Capital Center Drive, Suite 340
Frankfort, KY 40601
Phone: 502/573-2382
Fax: 502/573-2512
E-mail: ron.cook@mail.state.ky.us

MAINE

Joyce Benson
State Planning Office
184 State Street, 38 State House Station
Augusta, ME 04333
Phone: 207/287-3261
Fax: 207/287-6489
E-mail: joyce.benson@state.me.us

MARYLAND

Linda Janey
Manager, Clearinghouse and Plan Review Unit
Maryland Office of Planning
301 West Preston Street, Room 1104
Baltimore, MD 21201-2305
Phone: 410/767-4490
Fax: 410/767-4480
E-mail: linda@mail.op.state.md.us

MICHIGAN

Richard Pfaff
Southeast Michigan Council of Governments
535 Griswold, Suite 300
Detroit, MI 48226
Phone: 313/961-4266
Fax: 313/961-4869
E-mail: pfaff@semcog.org

MISSISSIPPI

Cathy Mallette
Clearinghouse Officer
Department of Finance and Administration
1301 Woolfolk Building, Suite E
501 North West Street
Jackson, MS 39201
Phone: 601/359-6762
Fax: 601/359-6758

MISSOURI

Angela Boessen
Federal Assistance Clearinghouse
Office of Administration
P.O. Box 809
Truman Building, Room 840
Jefferson City, MO 65102
Phone: 573/751-4834
Fax: 573/522-4395
E-mail: igr@mail.oa.state.mo.us

NEVADA

Heather Elliott
Department of Administration
State Clearinghouse
209 East Musser Street, Room 200
Carson City, NV 89701
Phone: 775/684-0209
Fax: 775/684-0260
E-mail: helliott@govmail.state.nv.us

NEW HAMPSHIRE

Jeffrey H. Taylor
Director, New Hampshire Office of State Planning
Attn: Intergovernmental Review Process
2½ Beacon Street
Concord, NH 03301
Phone: 603/271-2155
Fax: 603/271-1728
E-mail: jtaylor@osp.state.nh.us

NEW MEXICO

Ken Hughes
Local Government Division
Room 201, Bataan Memorial Building
Santa Fe, NM 87503
Phone: 505/827-4370
Fax: 505/827-4948
E-mail: khughes@dfa.state.nm.us

NORTH CAROLINA

Jeanette Furney
Department of Administration
1302 Mail Service Center
Raleigh, NC 27699-1302
Phone: 919/807-2323
Fax: 919/733-9571
E-mail: jeanette.furney@ncmail.net

NORTH DAKOTA

Jim Boyd
Division of Community Services
600 East Boulevard Avenue, Dept. 105
Bismarck, ND 58505-0170
Phone: 701/328-2094
Fax: 701/328-2308
E-mail: jboyd@state.nd.us

RHODE ISLAND

Kevin Nelson
Department of Administration
Statewide Planning Program
One Capitol Hill
Providence, RI 02908-5870
Phone: 401/222-2093
Fax: 401/222-2083
E-mail: knelson@doa.state.ri.us

SOUTH CAROLINA

Omeagia Burgess
Budget and Control Board
Office of State Budget
1122 Ladies Street, 12th Floor
Columbia, SC 29201
Phone: 803/734-0494
Fax: 803/734-0645
E-mail: aburgess@budget.state.sc.us

TEXAS

Denise S. Francis
Director, State Grants Team
Governor's Office of Budget and Planning
P.O. Box 12428
Austin, TX 78711
Phone: 512/305-9415
Fax: 512/936-2681
E-mail: dfrancis@governor.state.tx.us

UTAH

Carolyn Wright
Utah State Clearinghouse
Governor's Office of Planning and Budget
State Capitol, Room 114
Salt Lake City, UT 84114
Phone: 801/538-1535
Fax: 801/538-1547
E-mail: cwright@gov.state.ut.us

WEST VIRGINIA

Fred Cutlip
Director, Community Development Division
West Virginia Development Office
Building #6, Room 553
Charleston, WV 25305
Phone: 304/558-4010
Fax: 304/558-3248
E-mail: fcutlip@wvdo.org

WISCONSIN

Jeff Smith
Section Chief, Federal/State Relations
Wisconsin Department of Administration
101 East Wilson Street, 6th Floor
P.O. Box 7868
Madison, WI 53707
Phone: 608/266-0267
Fax: 608/267-6931
E-mail: jeffrey.smith@doa.state.wi.us

AMERICAN SAMOA

Pat M. Galea'i
Federal Grants/Programs Coordinator
Office of Federal Programs
Office of the Governor/Department of Commerce
American Samoa Government
Pago Pago, AS 96799
Phone: 684/633-5155
Fax: 684/633-4195
E-mail: pmgaleai@samoatelco.com

GUAM

Director, Bureau of Budget and Management
Research
Office of the Governor
P.O. Box 2950
Agana, GU 96910
Phone: 011-671-472-2285
Fax: 011-671-472-2825
E-mail: jer@ns.gov.gu

PUERTO RICO

Jose Caballero/Mayra Silva
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, PR 00940-1119
Phone: 787/723-6190
Fax: 787/722-6783

NORTH MARIANA ISLANDS

Jacoba T. Seman
Federal Programs Coordinator
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Phone: 670/664-2289
Fax: 670/664-2272
omb.jseman@saipan.com

VIRGIN ISLANDS

Ira Mills
Director, Office of Management and Budget
#41 Norre Gade Emancipation Garden Station, 2nd
Floor
St. Thomas, VI 00802
Phone: 340/774-0750
Fax: 340/776-0069
E-mail: irmills@usvi.org

Note: This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to Sherron Duncan at 202/395-3120 at the Office of Management and Budget and to the State in question. Changes to the list will only be made upon formal notification by the State. The list also is published biannually in the Catalog of Federal Domestic Assistance.

VIII. FREQUENTLY ASKED QUESTIONS

What steps can I take to maximize my chances of receiving a grant?

- Before preparing your application, read the application package carefully and completely.
- Follow all of the instructions exactly.
- If you're uncertain about any aspects of this application package, contact the competition manager for clarification.
- Absolute priorities establish the parameters for applications under a grant competition. If your application does not meet the absolute priority for this grant competition, it will not be considered for funding.
- A panel of three persons from the drug abuse and violence prevention fields will review your application. Be sure to organize your application clearly, provide requested information in a comprehensive manner, and respond to each selection criterion thoroughly. Reviewers are not allowed to give you "the benefit of the doubt"; therefore, if it is not in your application, they cannot award points for it.
- Be sure that your application includes a budget request (ED Form 524) and complete narrative justification for each project year.
- Be sure to mail in your application on or before the deadline date of August 15, 2003.

What is the goal of this grant competition?

- The goal of this grant competition is to provide funds to support organizations primarily serving and representing Hawaiian Natives to plan, conduct, and administer programs designed to prevent violence in and around schools and prevent the illegal use of alcohol, tobacco, and drugs.

Who is eligible to apply?

- This grant competition is open only to organizations primarily serving and representing Native Hawaiians for the benefit of Native Hawaiian youth. If an application is submitted on behalf of a consortium, one entity must serve as the grantee.

Note: applicants will be required to demonstrate how they meet the eligibility requirement.

How much money is available under this grant competition?

- The Department expects to make available approximately \$944,000 for this program from Fiscal Year 2002.

How many new awards will be made?

- It is estimated that up to three new awards will be made.

What is the average amount of each grant?

- Projects will be funded for approximately \$314,666-\$944,000 per year depending on the scope of work. These figures are only estimates and do not bind the Department of Education to a specific number of grants or amount of any grant

Is there a matching requirement?

- No.

What are the Safe and Drug-Free Schools and Communities Act (SDFSCA) Principles of Effectiveness that grantees are required to implement under this program?

- Programs or activities funded with a grant under this competition must be based on: an objective data-driven needs assessment; established performance measures; scientifically based research demonstrating the program to be used will reduce violence and illegal drug use; an analysis of prevalent risk and protective factors; parent involvement in program planning and implementation; and evaluation. Grantees will be responsible for implementing the SDFSCA Principles of Effectiveness in their program. (See section 4115 of the SDFSCA for further information.)

What is the project and budget period for these grants?

- Up to 60 months. Projects will be funded for one year with an option for four additional years, contingent upon substantial progress and the availability of future funds.

What is the deadline date for applications under this grant competition?

- August 15, 2003

May I get an extension of the deadline date?

- Waivers for individual applications failing to meet the deadline will not be granted, except in the circumstances described under the section on e-Applications. Under very extraordinary circumstances the Department may change the closing date for a grant competition. When this occurs, the Secretary announces such a change in a notice published in the Federal Register.

Is there a restricted indirect cost rate for this program?

- No. The indirect cost rate is the negotiated rate between the applicant and cognizant Federal agency. For the majority of institutions of higher education, the cognizant Federal agency will be the Department of Health and Human Services (in other cases, it may be the Department of Education, Department of the Interior, or the Office of Naval Research). For more information about indirect cost rates, please visit www.ed.gov/offices/OCFO/intro.html.

Can grant funds be used to support professional development activities?

- Yes, as long as the activities directly support the purposes of the grant.

Are there guidelines for how much money can be spent on consultants? What is the daily limit and is there a cap?

- There is no daily limit or cap for consultant fees. Information related to these fees should be included on ED Form 524 under the Budget Categories of Contractual or Other. Also, applicants should be sure to fully substantiate all expenditures in the budget narrative.

How does the Freedom of Information Act affect my application?

- The Freedom of Information Act (FOIA) was enacted in 1966 and provides that any person has the right to request access to Federal agency records or information. All agencies of the U.S. Government are required to disclose records upon receiving a written request for them, except for those records that are protected from disclosure by the nine exemptions listed in the FOIA. All applications submitted for funding consideration under this grant competition are subject to the FOIA. To read the text of the Freedom of Information Act, visit www.usdoj.gov/04foia/foiastat.htm.

Who do I contact for more information about this grant competition?

- David Quinlan, Education Program Specialist, U.S. Department of Education, 400 Maryland Avenue, SW – Room 3E248, Washington, DC 20202-6450, Phone: 202/260-2658, Fax: 202/260-7767, E-mail: david.quinlan@ed.gov

IX. APPENDICES AND FORMS

- Application for Federal Education Assistance (ED Form 424)
- Budget Information – Non-Construction Programs (ED Form 524)
- Assurances - Non-Construction Programs (Standard Form 424B)
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (ED Form 80-0013)
- Disclosure of Lobbying Activities (Standard Form – LLL)
- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (ED Form 80-0014)
- Survey on Ensuring Equal Opportunity for Applicants
- Authorizing Legislation – Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001 (Title IV – Section 4117)
- Safe and Drug-Free Schools and Communities Act Principles of Effectiveness (ESEA, Title IV, Section 4115(a))
- Important Notice to Prospective Participants (ED Form 5348)
- Grant Application Receipt Acknowledgement
- Application Package Preparation Checklist



U.S. DEPARTMENT OF EDUCATION

BUDGET INFORMATION

NON-CONSTRUCTION PROGRAMS

OMB Control Number: 1890-0004

Expiration Date: 10/31/2003

Name of Institution/Organization

Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.

SECTION A - BUDGET SUMMARY
U.S. DEPARTMENT OF EDUCATION FUNDS

Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						

Name of Institution/Organization		Applicants requesting funding for only one year should complete the column under "Project Year 1." Applicants requesting funding for multi-year grants should complete all applicable columns. Please read all instructions before completing form.			OMB Control Number: 1890-0004 Expiration Date: 10/31/2003	
SECTION B - BUDGET SUMMARY NON-FEDERAL FUNDS						
Budget Categories	Project Year 1 (a)	Project Year 2 (b)	Project Year 3 (c)	Project Year 4 (d)	Project Year 5 (e)	Total (f)
1. Personnel						
2. Fringe Benefits						
3. Travel						
4. Equipment						
5. Supplies						
6. Contractual						
7. Construction						
8. Other						
9. Total Direct Costs (lines 1-8)						
10. Indirect Costs						
11. Training Stipends						
12. Total Costs (lines 9-11)						
SECTION C - OTHER BUDGET INFORMATION (see instructions)				OMB Control Number: 1890-0004 Expiration Date: 10/31/2003		



Survey on Ensuring Equal Opportunity FOR APPLICANTS

Do not enter information below unless instructed to do so.

OMB No. 1890-0014 Exp. 1/31/2006

Purpose: This form is for applicants that are nonprofit private organizations (not including private universities). Please complete it to assist the Federal government in ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. Information provided on this form will not be considered in any way in making funding decisions and will not be included in the Federal grants database.

Instructions for Submitting Survey

If submitting hard copy, please place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it with your application package.

If submitting electronically, please include the PR Award Number assigned to your e-application in the box above entitled "*Do not enter information below unless instructed to do so.*" Place and seal the completed survey in an envelope and mail it to: Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, DC 20202-4725.

1. Does the applicant have 501(c)(3) status?

☐ Yes ☐ No

2. How many full-time equivalent employees does the applicant have?
(Check only one box).

☐ 3 or Fewer ☐ 15-50
☐ 4-5 ☐ 51-100
☐ 6-14 ☐ over 100

3. What is the size of the applicant's annual budget? (Check only one box.)

☐ Less Than \$150,000
☐ \$150,000 - \$299,999
☐ \$300,000 - \$499,999
☐ \$500,000 - \$999,999
☐ \$1,000,000 - \$4,999,999
☐ \$5,000,000 or more

4. Is the applicant a faith-based/religious organization?

☐ Yes ☐ No

5. Is the applicant a non-religious community-based organization?

☐ Yes ☐ No

6. Is the applicant an intermediary that will manage the grant on behalf of other organizations?

☐ Yes ☐ No

7. Has the applicant ever received a government grant or contract (Federal, State, or local)?

☐ ☐

Yes

No

☐ Yes

☐ No

8. Is the applicant a local affiliate of a national organization?

Survey Instructions on Ensuring Equal Opportunity for Applicants

1. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
2. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
3. Annual budget means the amount of money your organization spends each year on all of its activities.
4. Self-identify.
5. An organization is considered a community-based organization if its headquarters/service location shares the same zip code as the clients you serve.
6. An “intermediary” is an organization that enables a group of small organizations to receive and manage government funds by administering the grant on their behalf.
7. Self-explanatory.
8. Self-explanatory

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, D.C. 20202-4651. **If you have comments or concerns regarding the status of your individual submission of this form, write directly to:** Joyce I. Mays, Application Control Center, U.S. Department of Education, 7th and D Streets, SW, ROB-3, Room 3671, Washington, DC 20202-4725.

IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds. Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste. For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be rejected without any consideration.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. Six-month or one-year subscriptions to the daily, official Federal Register may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/fed-reg.html>. The Federal Register Complete Service also is available in microfiche on the same Web page. In addition, the Federal Register is available on-line for free on Government Printing Office (GPO) Access: <http://www.access.gpo.gov/nara/>. Depository Library location and Federal Register services: http://www.archives.gov/federal_register/index.html.

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register. Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Acquisition Regulations and implementing Department of Education Acquisition Regulations.

Generally, prospective competitive procurement actions are synopsized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP). All of ED's RFPs are now available on-line for downloading at the following Web site: <http://www.ed.gov/offices/OCFO/contracts/2cbd.html>.

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP. Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal, which is non-responsive to the RFP. Six-month or one-year subscriptions to the CBD may be ordered from the U.S. Government Printing Office at the following Web site: <http://bookstore.gpo.gov/regulatory/cbd.html>. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1. The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In addition, the Commerce Business Daily is available on-line for free at the following Web site: <http://cbdnet.access.gpo.gov/>. The Federal Acquisition Regulations are available on-line at the following Web site: <http://www.arnet.gov/far/>.

If you fail to receive the notification of application receipt within 15 days from the closing date, call the U.S. Department of Education's Application Control Center at 202/708-9493.

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically in several ways:

Department of Education Web site - <http://www.ed.gov/>
Office of the Chief Financial Officer Web Page – <http://www.ed.gov/offices/OCFO/>

D-U-N-S NUMBER INSTRUCTIONS

The D-U-N-S Number is a unique nine-digit number provided by Dun & Bradstreet that does not convey any information about the recipient. A built-in check helps to ensure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

If you do not currently have a D-U-N-S Number you can obtain one at no charge by calling 800/333-0505 or by completing a D-U-N-S Number Request Form on the Internet at the following Web site: <http://www.dnb.com/>.

Please note that we cannot make a grant award without a D-U-N-S Number.

Authorizing Legislation

Section 4117 PROGRAMS FOR NATIVE HAWAIIANS

GENERAL AUTHORITY.--From the funds made available pursuant to section 4111(a)(1)(C) to carry out this section, the Secretary shall make grants to or enter into cooperative agreements or contracts with organizations primarily serving and representing Native Hawaiians for the benefit of Native Hawaiians to plan, conduct, and administer programs, or portions thereof, that are authorized by and consistent with the provisions of this subpart.

Principles of Effectiveness

Section 4115. AUTHORIZED ACTIVITIES

a) PRINCIPLES OF EFFECTIVENESS.--

(1) IN GENERAL.--For a program or activity developed pursuant to this subpart to meet the principles of effectiveness, such program or activity shall--

(A) be based on an assessment of objective data regarding the incidence of violence and illegal drug use in the elementary schools and secondary schools and communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems, among students who attend such schools (including private school students who participate in the drug and violence prevention program) that is based on ongoing local assessment or evaluation activities;

(B) be based on an established set of performance measures aimed at ensuring that the elementary schools and secondary schools and communities to be served by the program have a safe, orderly, and drug-free learning environment;

(C) be based on scientifically based research that provides evidence that the program to be used will reduce violence and illegal drug use;

(D) be based on an analysis of the data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers, assets; or other variables in schools and communities in the State identified through scientifically based research; and

(E) include meaningful and ongoing consultation with and input from parents in the development of the application and administration of the program or activity.

(2) PERIODIC EVALUATION.--

(A) REQUIREMENT.--The program or activity shall undergo a periodic evaluation to assess its progress toward reducing violence and illegal drug use in schools to be served based on performance measures described in section 4114 (d)(2)(B).

(B) USE OF RESULTS.--The results shall be used to refine, improve, and strengthen the program, and to refine the performance measures and shall also be made available to the public upon request, with public notice of such availability provided.

Use This Checklist in Preparing Your Application Package

- ❑ Application for Federal Education Assistance (ED Form 424) has been completed according to the instructions and includes the nine-digit D-U-N-S Number and Tax Identification Number.
- ❑ Application for Federal Education Assistance (ED Form 424) has been signed in black ink and dated by an authorized official and the signed original has been included with your submission.
- ❑ One signed original and two copies of the application (including ED Form 424 and appendices), plus one voluntarily submitted additional copy have been included. All copies are unbound. Each page is consecutively numbered.
- ❑ Mailing Address: U.S. Department of Education, Application Control Center, Attention: CFDA #84.186C, ROB 3 – Room 3671, 7th and D Streets, SW, Washington, DC 20202-4725
- ❑ Deadline Date: Applications must be postmarked or hand delivered by August 15, 2003 (see page 6 of this application package).

THE APPLICATION AND APPENDICES INCLUDES:

Each copy of the application must include the following sections:

- ❑ Application for Federal Education Assistance (ED Form 424) - Page 1
- ❑ Table of Contents - Page 2
- ❑ Project Abstract - Page 3 (one page maximum)
- ❑ Project Narrative (up to 25 pages double-spaced)

Note: applicants must include information in their application as to how they primarily serve and represent Native Hawaiians for the benefit of Native Hawaiian youth.

- ❑ Eligibility—applicants must include information in their application as to how they primarily serve and represent Native Hawaiians for the benefit of Native Hawaiian youth.
- ❑ Budget Information Form (ED Form 524) and budget narrative
- ❑ Assurances—Non-Construction Programs (ED Form 424B), signed and dated by an authorized official (including original signature in at least one copy)
- ❑ Certifications Regarding Lobbying (ED Form 80-0013), signed and dated by an authorized official (including original signature in at least one copy)
- ❑ Disclosure of Lobbying Activities (Standard Form – LLL), signed and dated by an authorized official (including original signature in at least one copy)
- ❑ Certification Regarding Debarment (ED Form 80-0014), signed and dated by an authorized official (including original signature in at least one copy)
- ❑ A narrative response to the GEPA provision, describing the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.
- ❑ Letters of Commitment (optional)
- ❑ Listing of Project Personnel (with resumes) (optional)
- ❑ Copy of Applicant's Letter to State Single Point of Contact

For Further Information Contact:

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Washington, D.C. 20202-6450
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Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) @ 1-800-877-8339 Monday through Friday between 8:00 a.m. and 8:00 p.m. (EDT).

Information about other funding opportunities, including copies of application notices for discretionary grants competitions, can be viewed on the Department's electronic bulletin board (ED Board), telephone (202) 260-9950.